

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

OC-AMD Staff Notes - 15-19 July 1985

FROM:

EXTENSION

NO.

STAT
STAT

C/OC/AMD

DATE

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1.

D/CO

25 JUL 1985

28 JUL 1985

2.

DD/CO

25 JUL 1985

26 JUL 1985

3.

C/OPS

26 JUL 1985

26 JUL 1985

4.

OC-EXA

26 JUL 1985

26 JUL 1985

5.

OC/OL/ISC

For Archiving

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

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OC-12440-85

24 JUL 1985

MEMORANDUM FOR: Director of Communications

FROM:

[REDACTED]
Chief, Administrative Management Division, OC

SUBJECT: OC-AMD Staff Notes 15-19 July 1985

1. During the week, Panel N experienced a gain and loss of one technician, respectively. In Panel D, there were no gains or losses of personnel during the week. Since there were no retirements, resignations or organizational transfers of TCS personnel, the Panel remains at 90 personnel over authorized ceiling. Taking into account all factors that govern Panel D staffing, including those personnel in the training complement, the panel is currently 23 personnel understrength.

2. OSG activities included the processing of seven TDY personnel, one file shop (MCN), one deintegration, and four returnees. OC is currently providing 30 Panel D and one Panel N, CONUS-based personnel for TDY support of the Foreign and Domestic Networks.

3. RES devoted most of the week reviewing personal resumes, returned PHS packets, and mailed PHS packets to prospective applicants. A breakout of these totals is as follows:

PHS packets mailed by Panel:

MCN - 48
MCD - 10
MCE - 20

Upon review of some 40 PHS packets:

Placed in processing

Pre-processing interview

MCN 0
MCD 0
MCE 1

7
5
15

WARNING NOTICE
INTELLIGENCE SOURCES
OR METHODS INVOLVED



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4. PAB/RES, CSD, and ED interviewed and/or tested the following applicants during the week:

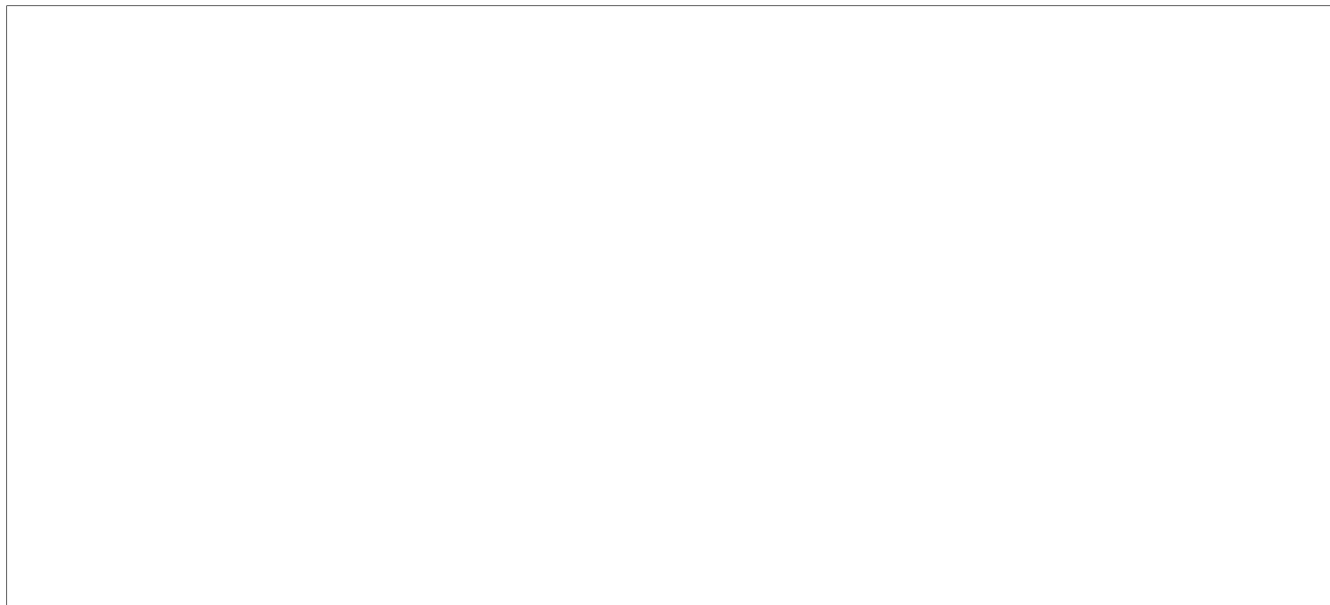
Panel	PIP
MCN - 7	4
MCD - 5	4
MCE - 6	6

5. EOD's for the week are as follows:

MCN - 1
MCA - 1

6. Evaluation packages from the GS-05 and below Evaluation Boards were received and forwarded for approval by the D/CO.

7. A memorandum has been prepared and sent forward reminding employees that we are about to enter the 1985/86 evaluation cycle and that PAR's and appropriate evaluations are required on each employee. This memorandum also includes a reminder of the schedules for GS, Wage Grade and Banded personnel. With the beginning of the new evaluation cycle, employees will be shown their evaluations upon request.



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25X1



25X1

14. [redacted] has departed OC/AMD for his new assignment as OC-EXA. We wish him luck in his new assignment.

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15. [redacted] is being recalled to OTE having served over two years in OC on rotational assignment. An August departure is scheduled; no replacement has been named as yet.

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16. We are initiating action to contract with DEC for a Phase I Design Analysis on a Time Division Multiple Access (TDMA) Computer-Based Training Course.

17. OC's participation in the CT Program went into limbo with a decision to not accept Agency internals into the program for the near-term. We had two candidates just completing their test processing when this decision was announced.

25X1 18. [redacted] reported in during the past week from
25X1 [redacted] will enroll in the fall semester at George Washington University to pursue an OC-sponsored Masters Degree Program in Telecommunications Policy.

25X1 19. [redacted] delivered a master copy of the new Criterion Referenced Utility Net Operation Course to the Communications School (CS) on 15 July 1985 as scheduled. Several temporary illustrations have been used in place of pending photos expected in August 1985. When received, the photos will be used to upgrade the current master copy of the course.

25X1 20. [redacted]
25X1 [redacted]
25X1 [redacted] The briefing centered around computer-based training applications, using the PRS-6 course as a model proposal. The agenda consisted of the following topics: Introduction, Terms and Conditions, Features and Benefits of Computer-based Training, Demonstration of lVIS (Interactive Video Information System -PR0350), PRS-6 Courseware Proposal, Cost Benefit Analysis, and a Summary.

25X1 22. The heavy training schedule continues as the KG-84 course will begin its sixth running in nine weeks next week. The TERP course completed its first week with 14 students.

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23. [] DD/CO, met with members of the CS Executive Management Advisory Team. His primary purpose was to provide members of the staff with information regarding the advancement of instruction and curriculum development. Additional information was exchanged regarding the mission of the office and the manner in which CS contributes to its attainment. Finally, each Department Chief provided [] with a presentation and tour of his domain of managerial responsibility.

25X1

24. Initial ICT Field Training Requirements for the Foreign Networks Division have been received listing eight installation sites. A meeting has been scheduled with OC/FND representatives involved and the CS ICT personnel to ensure that all groups fully understand how the system is to operate within the Foreign Network and that comprehensive training is provided.

25. Preliminary lesson material has been formulated for the TDMA equipment. The initial TDMA installation is scheduled to be in Lima in early September.

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25X1

27. The comprehensive exercise for TCA Class 2-85 formally began on 15 July 1985. [] has reported that the comp is going very well.

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